



LEROY D. BACA, SHERIFF

**County of Los Angeles**  
**Sheriff's Department Headquarters**  
**4700 Ramona Boulevard**  
**Monterey Park, California 91754-2169**



September 25, 2013

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
Los Angeles, California 90012

Dear Supervisors:

**ADVANCE NOTIFICATION OF THE INTENT TO BEGIN A COMBINED VENDING  
AND COMMISSARY SERVICES REQUEST FOR PROPOSALS PROCESS FOR THE  
LOS ANGELES COUNTY SHERIFF'S DEPARTMENT'S  
INMATE SERVICES BUREAU**

**SUMMARY**

This letter provides notification to the Board that the Los Angeles County Sheriff's Department (Department) intends to solicit a Request for Proposals (RFP) for both Vending and Commissary services (Services) in one combined solicitation. The RFP will streamline the delivery of vending and commissary services to inmates in the Los Angeles County (County) jails.

**PURPOSE**

The Department is responsible for providing commissary items to the inmates through commissary virtual stores. The Department also provides vending machines in the County jails for easy purchase of certain food and non-food items by inmates.

Past experience has demonstrated that when one vendor provides the combined Services, the Department has realized increases in both product delivery and contract management efficiencies. Additionally, combining the two Services would simplify oversight of technical services, equipment problems, and unforeseen emergencies. Pricing limits would be set for both Services and would be monitored by Inmate Services Bureau.

*A Tradition of Service*

Due to the increased scope and complexity of the proposed process, a cursory query has indicated that at least four companies are capable of providing both Services and would likely compete for the combined Services.

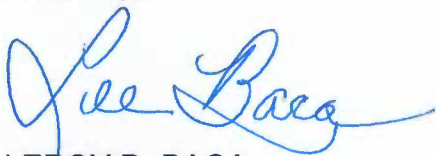
The Department estimates that a solicitation of this magnitude will take at least two years to be developed and negotiated. The Department is seeking Board concurrence to move forward with this initiative.

**OTHER CONSIDERATIONS**

Currently, the Department is contracting with First Class Vending, Incorporated (First Class) and Keefe Commissary Network, LLC (Keefe) for these Services. The Keefe Agreement expires January 28, 2015, after all options have been executed. The First Class Agreement expires May 29, 2016, after all options are executed. To accommodate the combined process, the Department would require that the Keefe Agreement be extended to expire concurrently with the First Class Agreement. The Keefe Agreement would need to be extended from January 28, 2015, to May 29, 2016, so that both agreements would expire concurrently. The Department will prepare a future Board letter and amendment to request the above extension.

Should additional information be required, your staff may contact Contracts Manager Angelo Faiella at (323) 526-5183.

Sincerely,



LEROY D. BACA  
SHERIFF